



Blackrock House
Salthill, Galway, H91 R254
Telephone: (091) 540900
Fax: (091) 528150
Email: enquiries@abilitywest.ie
Web: www.abilitywest.ie



Trustee Role Description

About Ability West

Ability West is a not-for-profit, voluntary organisation that provides services and support to over 600 children and adults with intellectual disability across Galway City and County. The services and supports provided inter alia include: Adult Day Services; Rehabilitative Training; Active Ageing Programmes; Support towards Employment; Residential Services; Respite Services Outreach Services, Volunteer Programmes; Multi-disciplinary Supports, i.e. physiotherapy, occupational therapy, speech and language therapy. Ability West is also patron of four special schools located across Galway City and County. For additional information: www.abilitywest.ie.

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| Role Title: | Trustee (Director) |
| Accountable to: | The Chairperson and the Board of Directors |
| Status: | Voluntary role (unpaid), 3-year term with opportunity for re-election for a maximum of two consecutive terms |
| Committee Membership: | Optional |

Summary of Role

Ability West is seeking a new Trustee with a focus on expertise in the following areas (Legal, Governance & Compliance, Human Resources, Fundraising, and Housing Body Regulation) to join our Board. The role involves playing an active role in the organisation's governance and strategic direction, and taking a leading role on matters relating to the organisation's practice and management.

The main object for which the Company is established is to benefit the community through the promotion and/or provision of the highest possible standard of service, support, treatment, training, education, general welfare of persons with disability in their own communities and the giving of advice, guidance and support to parents/guardians and family members of persons with disability.

Role description

General responsibilities:

- Providing efficient and effective strategic leadership of Ability West
- Uphold and work towards the vision, mission, values and objectives of the organisation
- Act in the best interest of Ability West at all time in relation to statutory obligations and requirements as outlined in the Trustee Code of Conduct
- Ensure Ability West complies with relevant legal requirements



- Protect the organisation's assets by overseeing its financial activities and ensuring best practice is implemented
- Ensure there are strategies and policies in place that will support the objectives of Ability West
- Advocate for Ability West
- Promote the reputation of Ability West and not bring the reputation of the organisation into disrepute

Time requirement

Ability West holds at minimum 10 Board Meetings annually. General meetings are conducted for a period of up to 2 hours (evenings). Additional meetings, e.g. Board meetings with the Senior Management Team (quarterly) are an additional 1.5 hours.

Additional meetings are on an ad hoc basis if you are a member of any Board committees, e.g. Finance, Audit, Nominations etc.

What is required for this position?

Person specification:

The successful candidate will have professional experience and a background in areas such as follows: Legal, Human Resources, Governance & Compliance, Housing Regulations.

Essential Experience, Skills and Personal Qualities:

- Minimum ten years' professional experience, either with a for-profit or not-for-profit organisation
- Creativity and ability to come up with fresh ideas and solutions to challenges
- Strong business acumen and the ability to understand complex organisational issues and risks
- Governance skills including experience of strategic planning, organisational performance management and service development
- Political astuteness, the ability to grasp relevant issues underpinned by an understanding of developing partnerships and building relationships with other organisations
- Confidence to challenge constructively
- Recognition of the importance of supporting collective decisions
- Strong communication and interpersonal skills
- Ability to manage a wide variety of situations in a meeting and ensure that the outcomes are in the best interest of the organisation
- Commitment to the vision and mission of Ability West



Desirable Experience, Skills and Personal Qualities

- Experience as a volunteer or volunteer manager
- Knowledge of the community and voluntary sector
- Board level experience in the non-profit sector

Level of English required for this role

Fluent English

Minimum time commitment: 3 years

Other Details

Location of volunteering opportunity

Blackrock House, Salthill, Galway, H91 R254

Screening for this role

- Interview/Meeting
- Garda Vetting
- Photographic ID
- Curriculum Vitae (CV)

Volunteers will be provided with the following supports

- Support/advice/recognition
- Initial induction and training
- Reimbursement of expenses
- Insurance cover
- Ongoing training opportunities

Age restrictions

Over 21

For additional information:

Please contact Email: ceom@abilitywest.ie, Telephone: 091 540911 or 087 3288299.